

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2009 – 0005

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to “Layoff Issues”

Issue Date: March 2, 2009

This is to advise agencies that the “Layoff Issues” section of the online HR Handbook has been updated. Layoff Issues Section 3 – Post Layoff has been amended to include 2 options for detailed post layoff action reporting to Civil Service and to also include the additional requirement of a summary layoff action report.

The following changes or additions have been made to the templates:

- Template #4 – Individual Notice for Pending Layoff or Displacement has been modified,
- Template #13 – Post Layoff Action Report form has been modified,
- Template #14 – Post Layoff Action Spreadsheet has been added, and
- Template #15 – Post Layoff Summary Report has been added.

REASON FOR THE CHANGE: More extensive use of the Layoff Issues section of the HR Handbook has identified several areas where clarifications and additional information were needed. The changes above have been made to give agencies more flexibility in their post layoff reports, to assure accurate reporting of agency summary information and to allow agencies to maximize the use of any HRIS system in providing post layoff information to Civil Service.

If you have any additional questions, please contact your agency’s [Assistance Coordinator](#) via email or at 225-342-8274.

Sincerely,

s/Anne S. Soileau
Director